



Department of Technical

NIQ Ref: AAI/CBE/Tech/26(04)17/Hiring- Vehicle-LM-LA-New

Date: 01.01.2018

Notice Inviting Quotation

Name of Work: Providing Vehicle on Hire on Monthly Contract basis to Airports Authority of India, Coimbatore International Airport.

Sealed competitive Quotations in the prescribed format (as per Annexure-II) are invited by Airport Director, Airports Authority of India (AAI), Coimbatore International Airport, Coimbatore-641014 on behalf of Chairman, AAI from reputed Travel Agencies / Car Rental Firms / Taxi Operators for providing vehicle on hire on monthly contract basis to Airports Authority of India, Coimbatore International Airport, Coimbatore for a period of Six (06) months further extendable by another Six (06) month on satisfactory completion, on the same rates and on terms & conditions listed below.

Type of Vehicle required: One A/C WagonR/ Indica / Indigo / Etios/ Maruti Dzire / Logan / Verito or Equivalent vehicle with minimum seating capacity 4+1. If any other vehicle is offered, the acceptance is rests with AAI.

Sealed Quotations duly signed and complete in all respect shall be addressed to: The Airport Director, Airports Authority of India, Coimbatore International Airport, Coimbatore – 641014. Duly filled in, signed and Sealed Quotations will be received as per the schedule listed below.

Tender Schedule:

Estimated Cost	Rs. 2,76,000 (Excl. GST)
EMD	Rs. 6,900.00
Last Date for Bid Submission	19.01.2018 up to 15:00 Hrs.
Bid Opening Date (Technical Bid)	19.01.2018 @15:30 Hrs.
Period of Contract	Six Months (06) Extendable by another Six Months

Offers received after the due Date & Time will not be considered. AAI is not responsible for any postal delay/damage / loss during the time of transit. The tenderer if desires, can be present in opening of the quotation with prior permission. The NIQ can be downloaded from AAI website www.aai.aero or www.airportsindia.org.in. Any further Amendment / Corrigendum to the NIQ will be published in the website only. This NIQ consists of Twelve (12) pages.

O/o The Airport Director, Coimbatore International Airport, Coimbatore-641014
Ph: 0422-2571941, 2571956, Ext: 208, Fax: 0422-2592384, 2573223
e-mail: apdcoimbatore@aai.aero ; vocb-tech@aai.aero
Website: www.aai.aero or www.airportsindia.org.in

I. Bid Submission:

The Bids shall be submitted in Two Cover System in sealed covers consisting Cover-1 'Technical Bid' and Cover-2 'Financial Bid / Price Bid'.

1. Cover-1: Technical Bid :

Following Documents To be Submitted In Technical Bid:

- 1.1. EMD by way of DD. Bids submitted without EMD will be rejected outright.
- 1.2. Self-Attested copy of Permanent Account Number (PAN).
- 1.3. Self-Attested copy of GST Registration.
- 1.4. Firm's registration certificate.
- 1.5. Copy of NIQ duly signed in all pages
- 1.6. Proof of having Two similar vehicles registered in the name of bidder / firm / sole proprietor owner / partnership firm / lease agreement / document deed of power of attorney duly notarized for providing vehicle on hire. (Self-Attested copy of R.C., Insurance, FC, PUC of vehicle with relevant document in support of lease / deed if applicable shall be attached). Please refer para II (2), title 'Eligibility'.
- 1.7. Self-attested / duly signed Undertaking-cum-Declaration on Unconditional acceptance, Debarred Certificate as per **Annexure-I**. Bids submitted without Self-attested Undertaking-cum-Declaration will be rejected.

2. Cover-2: Financial Bid / Price Bid:

Financial Bid is to be submitted in a separate cover for the items as detailed in **Schedule of Quantity as per** the Format, **(Annexure-II)**. **GST Rate & SAC Code** as applicable for the services shall be mentioned in the Financial Bid.

3. Master Cover:

Both cover-1 and cover-2 duly sealed shall be placed in a master cover, sealed and be submitted.

All the above three covers shall be super-scribed the name of work, NIQ ref. No., Cover-1 / Cover-2 as applicable and due date of submission.

4. Bids Opening Process:

The bids opening process is described below:-

4.1. Technical Bid opening:

Containing Documents in Technical bid shall be opened on the date and time mentioned in the Tender Schedule.

4.2. Financial Bid opening:

Financial bids of the Bidders / Firms found to be meeting the Technical Bid requirements only will be opened. Date of opening the Financial bid (Price bid) will be intimated later.

II. Type of vehicle required, Eligibility & Usage pattern:

1) Type of vehicle:

- 1.1 A/C WagonR/ Indica / Indigo / Etios/ Maruti Dzire / Logan / Verito or Equivalent vehicle with minimum seating capacity 4+1. If any other vehicle is offered, the acceptance is rests with AAI.
- 1.2 The vehicles should be registered for commercial use / authorized for operating on hire / rent / cab service registered in the name of the Bidder/ Firm / Proprietor / Owner / Partner OR under the Notarized Power of Attorney (POA).
- 1.3 The vehicle should be fit in all respect for operation in accordance with Motor Vehicle Act, meet all the statutory requirements, Rules and existing laws as applicable from time to time and must be equipped with valid documents, i.e., Registration Book, Insurance Certificate, PUC Certificate, Fitness Certificate, Speed Governor, Permit, Tax card, fees paid up to date at any time during the entire period of contract. AAI shall not be held responsible for any lapse in this regard and AAI will not accept any claim in this regard on any account.

2) Eligibility:

- 2.1. Bidder should have a minimum of **Two (02) vehicles** as specified above registered in the name of the Bidder / Firm / Proprietor / Owner / Partner OR under the Notarized Power of Attorney (POA).
- 2.2. **Registration /Model:** The vehicle should be fit for Commercial Use and registered on or **after 01.01.2017** model, well maintained and in good running condition.
- 2.3. The tenderer shall be responsible for Regular maintenance and up keep of the vehicle, Provide fuel & driver for the hired vehicles.
- 2.4. Self-Attested, Scanned copy of relevant documents, Registration Certificate (RC Book), FC, Road Tax, Insurance, PUC in support of above requirements along with copy of respective POA if applicable shall be submitted in Technical Bid.

3) Usage pattern:

- 3.1. The vehicle shall be provided on all days of the month except Sundays & AAI Holidays. However if vehicle is requested on any Sunday / AAI Holiday also, the firm shall provide vehicle as required. The mileage run on Sundays / AAI Holiday shall be kept separately and not be added up with the regular monthly usage mileage scale.
- 3.2. Timing: Morning 09:00 AM to Evening 18:00 PM, (9.0 Hrs a day).
- 3.3. Approximate average km running in a month: 1000km.
- 3.4. If any of the above two criteria (hours / Km) exceeds in actual usage due to operational needs, the additional excess usage is payable extra per km (or) per hour basis. For the purpose of calculation, fraction of an hour up to 30 minutes will be ignored and more than 30 minutes will be treated as full one hour.
- 3.5. If vehicle is required on Sundays / Holidays, Extra charges is payable for each day called extra at pro rata basis (usage up to 38km a day i.e. $1000/26=38$) based on the charges of work awarded for one month usage up to 1000km a month Divide by 26.

- 3.6. If additional vehicle of equivalent type is required on any day, the firm shall be capable of providing additional vehicle of same quality as per requirement. Extra charges is payable for such additional vehicle called at pro rata basis (usage up to 38km a day i.e. $1000/26=38$) based on the charges of work awarded for one month usage up to 1000km a month Divide by 26.
- 4) It shall be the responsibility of contractor to adhere to the timings as specified from time to time for deployment of vehicles.
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III. Terms & Conditions

1. The prospective bidders are advised to study the NIQ, instructions, Terms & Conditions and satisfy themselves before submitting the quotation. The firms shall quote their best / competitive / lowest rates against each item shown in the enclosed proforma "Offer Sheet -Schedule of Quantity" as per the formats "Financial Bid / Price Bid" (**Annexure -II**).
2. The right to accept the tender in full or in part / parts will rest with the Airport Director, AAI, Coimbatore International Airport, Coimbatore-641014. The Tenderer is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.
3. The Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
4. Conditional Offers / Offers without signature will not be considered. Firms not accepting the terms & conditions need not apply. All the quotations in which, any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected.
5. The firm shall have the capability / sources network to provide the vehicle service on hire as required on monthly basis to execute the contract.
6. **EMD:**
 - 6.1. The Earnest Money (EMD) shall have to be deposited by the bidder, EMD shall be submitted for **Rs. 6,900.00** by way of D.D. in favour of 'Airports Authority of India' payable at Coimbatore drawn from any nationalized bank / Scheduled bank shall be submitted along with technical bid. Bids submitted without EMD will be rejected. On acceptance of quotation, the earnest money will be treated as part of the Security Deposit. The earnest money of unsuccessful quotations will be refunded back without interest.
 - 6.2. The EMD will be forfeited, if the contractor fails to comply with any terms and condition of this tender documents without prejudice to other right of AAI under this contract.
 - 6.3. Any tenderer who does not accept the offer after its award in their favour would result into forfeiture of their EMD and action will be taken to debar from future participation in Tender for a period of 3 (three) years.
 - 6.4. AAI, shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money (EMD) absolutely if a tenderer whose Quotation is accepted but fails to execute the work.

6.5. If any tenderer withdraws his Tender / Quotation before the said validity period of tender or makes any modification in the terms and conditions of the Tender which are not acceptable to the Authority, then AAI shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely.

7. **Validity of Offer:**

The Quotation for the said work shall remain open for acceptance for a period of Sixty (60) days from the due date of opening of Technical Bid.

8. **Period of Contract:**

The contract shall be for an initial period of Six (06) Months and further extendable by Six (06) months on the same Rates and Terms & Conditions, subject to satisfactory performance of the contractor and mutual consent.

9. The Contractor shall enter in to an agreement for the due fulfillment of the contract which shall be executed in Rs.100 stamp paper.

10. **Security Deposit (S.D.):**

The contractor, whose Quotation is accepted, will be required to furnish a Security Deposit for the due fulfillment of this contract, which will amount to a sum equal to @10% on 1st Rupees One Lakh, 7.5% on 2nd Rupees One Lakh and 5% on balance amount of Contract Value will have to be deposited with AAI for the contract period. The rate quoted (Annexure -II) for one month usage up to 1000km excl., of GST calculated for Six (06) months will be taken as the 'Order Value' for the purpose of calculating 'Security Deposit. The S.D. amount after adjusting EMD shall be deposited within 15 days from the date of commencement of work. The security deposit shall be furnished in the form of Demand Draft drawn in favour of 'Airports Authority of India' from any Nationalized / Scheduled Bank (But not from co-operative or Gramin Bank) payable at Coimbatore or Fixed Deposit Receipt or Bank Guarantee. No interest on Security Deposit or any other expense whatsoever, is payable by AAI.

11. After termination / expiry / successful completion of contract period, the security deposit held by AAI will be released to the contractor within a period of three months subject to realization of dues, if any to be made from the contractor.

12. AAI shall have unqualified option to forfeit the S.D. if the contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the S.D. AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act / commission or defaults by the Contractor.

13. Notification of Award of contract will be made in writing to the successful Bidder. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid. The Accepting Authority shall be the sole judge in this regard.

14. All rates shall be quoted in Financial Bid only. (As per format given in Annexure-II).

- A.A.I. will not provide Form-C or Form-D. Conditional offers shall be rejected.
15. Rates Quoted shall be exclusive of GST (Goods and Services Tax) but inclusive of all operating costs, Driver wages/allowances, fuel cost, consumables, maintenance, other taxes except GST, all statutory requirements and all applicable charges for operation. **GST being statutory tax will be paid extra as applicable at the prevailing rates.** GST rate and SAC number shall be mentioned at the appropriate column in Financial Bid / Price Bid. Total Value shall be quoted in both figures and words.
16. The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the central, state or local authorities by reason of any violation by the contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of contractor, by third parties or by central, authority or any political subdivision thereof.
17. **Bid Evaluation:** The Financial BIDs of those fulfill technical bid requirement only shall be evaluated. Financial Bid Evaluation will be made based lowest of the sum of total charges of the following; (Refer Offer Sheet Annexure – II) and successful bidder will be identified.
- 17.1. Rate quoted per month for 1000km usage Plus;
- 17.2. Charges for extra 10:00 hours Plus;
- 17.3. Charges for Extra 100km.
18. **Payment:**
- Payment is payable in 15 days through e-payment RTGS/ NEFT on monthly basis up on successful and satisfactory completion of monthly trip duties and submission of bills along with respective trip sheets / log sheets duly certified by the user. No advance payment is payable by AAI. The contractor will be required to provide their bank account details for making e-payment. Statutory deductions / TDS wherever applicable are deductible as per rules.
19. In the event of any dispute, the decision of AAI shall be final and binding on Contractor.
20. **Arbitrator:** All disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof shall be settled by arbitration for which Arbitrator will be appointed by AAI. The applicable law will be the laws of India in force. The jurisdiction for all disputes will be within limits of Coimbatore Courts only.
21. **Termination of Contract:**
- 21.1. Without prejudice to the right of termination provided under the GCC or without prejudice to any other remedy available to the contract in this behalf, the either party may terminate the contract at any time on giving the contractor not less than 30 days notice in writing, if AAI, finds the quality or efficiency of the work performed by the contractor to be unsatisfactory of which the Airport

Director, AAI, Coimbatore International Airport, Coimbatore-641014 shall be the sole judge.

- 21.2. Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation what so ever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipments, materials or facilities or for any loss in the profit or anticipated profit of the contractor.
- 21.3. If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the AAI whatsoever.

IV. Special Terms & Conditions:

1. Driver deputed for duty shall have proper valid driving license all the while on duty. He shall be provided with mobile phone. He shall report for trip duty on time with proper uniform. He shall behave decently with the AAI officials / passenger /users.
2. Garaging In & Out km will be on contractor's account.
3. In case the Contractor provides the vehicle which is not roadworthy and /or not in good conditions, AAI reserves the right to use or not to use the vehicle. If such deficient vehicle is used, payment for the same will be made at half of the contracted rate on pro-rata basis.
4. In case of vehicle breakdown / unserviceable due to any reason, equivalent alternate replacement vehicle as per NIQ, with comparable quality shall be provided within Two Hours without any extra charge. Failing which payment will not be paid and penalty at double the pro rata per day will be deducted from bill amount. The details of any such substitution shall be submitted to AAI on the same day.
5. If vehicle is not provided on any day, Liquidated Damages/Penalty will be deducted from the running bills / security deposit at the rate double the pro rata charge per day.
6. Toll Taxes while en-route if any wherever applicable will be reimbursed by AAI on submission of receipts duly certified by the user.
7. The contractor shall obtain Airport Entry Permit (TAEP) and ADP to the driver and Airfield Vehicle Permit to the vehicle from concern authorities for the contract period towards execution of work & fulfillment of the contract. The expenditure incurred shall be borne by the contractor.
8. **Escalation / De-Escalation of Rates:**

Rates offered shall remain fixed during the entire period of contract. No Escalation / De-Escalation in rates shall be allowed during the currency of contract except on account of GST and statutory variation (increase / decrease) in the price of diesel effected by the Government. A corresponding Escalation / De-Escalation in the rates of fuel charges shall be paid / recovered for the actual kms run, based on the following pre-defined formula:

Escalation / de-escalation per KM = (R2 - R1) / K - Where;

R1	Rate of diesel (in Rs. per litre) as on the date of opening of Technical bid.
R2	Revised rate of diesel (in Rs. per litre)
K	The Average KMPL (KM run per litre of diesel) considered for the purpose of this contract is 12 KMs per litre.

R1 & R2 being the rates, as declared by the concerned Regulatory Authority, which is applicable for Coimbatore city. The difference payable or recoverable on account of

increase / decrease of fuel price shall be allowed only for the period for which the rates are changed and for **total actual kms** run by the vehicle for AAI duties.

9. Trip details shall be recorded in the Daily Trip Sheets / Log book, the information shall be clear & legible. The original Trip sheets / Log Books duly certified by user shall be submitted along with bills.
10. Extra charges as applicable will be admissible for the duty performed beyond the specified mileage km / duty timings. In any circumstances the driver or contractor will not refuse to perform duties beyond such stipulated hours / mileage km.
11. The contractor shall at his own cost and initiative at all times up to the successful completion of the contract take out and maintain insurance cover from Nationalized Insurance Company under the workman's compensation Act and any other industrial legislation from time to time applicable in the State of Tamilnadu and /or at AAI providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment such policy (i.e.) in respect of workmen compensation insurance to be of value of not less than Rupees Two lakh per person, it being understood that such limit is specified only for the purpose of insurance, and shall not otherwise in any manner limit the contractor liability and associated clauses there under of the GCC.

Issuing Authority

A.V.Vaidheki Nathan,
Sr. Manager (Tech),
For Airport Director
Mobile: 9943179678, e-mail: vocb-tech@aai.aero

Annexure-I**UNDERTAKING-CUM-DECLARATION**
(To be submitted in Technical Bid / Cover-1)

To
The Airport Director,
Airports Authority of India,
Coimbatore International Airport, Coimbatore - 641014.

UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF TENDER,
NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND
NON-BLACKLISTING / DEBARRING OF FIRM

Name of Work: Providing Vehicle on Hire on Monthly Contract basis to A.A.I., Coimbatore International Airport.

Sir,

1. I/we hereby certify that I/we have read the entire terms and conditions of the quotation documents which shall form part of the contract agreement and I/we shall abide by the conditions/causes contained therein. I/we hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above work.
2. It is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any additional file or put any remark(s)/condition(s) (Except unconditional rebate on quoted rates if any) in the quotation Document and the same has been followed in the present case. In case, this provisions of the quotation if found violated after opening of quotation, I/we agree that the quotation shall be rejected and AAI shall without Prejudice to any other right or remedy be at liberty to forfeit the full earnest money.
3. That I/we declare that I/we have been not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI.
4. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.
5. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.
6. I / We do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, we would be solely responsible and AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date:

Signature of Bidder / Authorized Signatory
(with Company Seal & Date)

Signature of Bidder

Annexure - II

To
The Airport Director,
Airports Authority of India,
Coimbatore International Airport, Coimbatore - 641014.

(On Company's letter Head)

Offer Sheet Financial Bid /Price Bid & Schedule of Quantity
(To be filled by the Bidder & submitted in Financial Bid / Cover-2)

Name of Work: Providing Vehicle on Hire on Monthly Contract basis to A.A.I., Coimbatore International Airport.

I/We hereby offer for the work referred to in this letter upon the terms & conditions contained or referred to therein and for the period as stipulated.

Type of Vehicle Offered: _____ Regn No: _____

(Rates shall be quoted Excluding GST. All values are to be quoted in Rs.)

Type of Vehicle & Model (A/C Vehicles)	Charges per month for usage up to 1000km, 9.0 Hrs a day, all days of month except Sundays / AAI Holidays.	Charges per hour for extra hour beyond 9.0 Hrs in a day	Charges per km for extra km beyond 1000km in a month
A/C WagonR/ Indica / Indigo / Etios/ Maruti Dzire / Logan / Verito or Equivalent vehicle, Model: 01.01.2017 or after	Rs. Rupees (in words) ----- ----- -----		

GST Rate: _____% SAC Code: _____

N.B:-

1. Any other charges if applicable are to be mentioned separately & clearly.
2. GST will be paid extra as applicable at the prevailing rates.
3. Important: Rates and values are to be written neatly legibly and clearly readable; Corrections and over writings shall be avoided or countersigned otherwise.

Date:
&
Seal:

Signature of Bidder:

Name & Address:

Tel / Mobile No:

Signature of Bidder